

POSITION DUTY STATEMENT

PM-0924 (Rev 9/2001)

CLASSIFICATION TITLE SENIOR TRANSPORTATION ENGINEER, SPECIALIST	OFFICE/BRANCH/SECTION PM – EAST REGION	
WORKING TITLE PROJECT MANAGER, EAST REGION	POSITION NUMBER 904-115-3161-XXX	EFFECTIVE DATE

As a valued member of Caltrans, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT

Under the general direction of a Supervising Transportation Engineer in the Division of Program and Project Management the Senior Transportation Engineer (specialist) serves as Project Manager – in the East Bay regions - by ensuring the delivery of all assigned projects within scope, cost, schedule, and resources. The Senior Transportation Engineer is responsible for managing and facilitating the development and engineering administration of the project from inception through completion of the construction contract. The Senior Transportation Engineer will provide transportation engineering support to the Supervising Regional Project Manager for projects that are in the State Transportation Improvement Program (STIP), State Highway Operational and Protection Program (SHOPP), storm damage, seismic projects, minors, and other Capital Outlay funded projects. The incumbent will function as a liaison for any Transportation Engineering issues on behalf of Division of Program/Project Management. Regular and punctual attendance is required. As workloads shift and change, duties may be adjusted to perform other Senior Transportation Engineer (Specialist) tasks within the Division of Program & Project Management.

SPECIFIC JOB ASSIGNMENT

- 50% E Plans, organizes, coordinates, and controls transportation Projects utilizing appropriate tools and equipment for scope, schedule, and cost; managing both capital and support costs; and monitoring actual against planned costs. Consults with and advises District Management and may act as their direct representative in major program areas at either private or public meetings. Works closely with the Project Management Coordinators and Environmental Planning Delivery Managers to assure that the transportation engineering portion of delivery fits within project timelines and is delivered on time and within budget. Acts as a liaison on behalf of Division of Program/Project Management for any right of way related issues.
- 25% E Assembles a project team of functional managers, local representatives, and permit agencies as appropriate, to ensure project completion on schedule, within budget, while maintaining the overall quality of the project. Lead the Project Development Team in developing Project Workplans for scope, schedule and cost. Managing and coordinating project internal and external activities. Obtains the services of functional units by negotiating agreements with functional managers to meet project commitments.
- 20% E Maintains open communication and provides timely and accurate information about the project status to functional managers on a regular basis. Provides District management with timely and accurate information about the project status on a regular basis, including schedules and costs of project. Identify project conflicts and issues in a timely manner and elevate if unable to resolve directly. Request Management approval when changes are required on project scope, schedule and cost.
- 5% M Ensures that all reasonable alternatives are explored before requesting changes. When a change is required, the incumbent will thoroughly document the reasons for the change.

SUPERVISION RECEIVED

The Senior Transportation Engineer receives general direction from a Supervising Transportation Engineer.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires possession of a valid California PE license to establish and maintain employment. This position requires thorough knowledge of all phases of environmental planning, transportation engineering, including the project development process; funding and budgeting; and principles and techniques of project management. The incumbent must analyze situations accurately and develop an effective course of action. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing within the Department and externally. Must be versed in landscape policy, procedures, regulations and laws to act as the liaison within Program/Project Management

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The decisions made by the incumbent will affect project delivery commitments. Improper decisions could result in project delays that could increase project costs, loss of Federal funds, and *loss of credibility and good will* for the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must effectively interact with Region, District, and Headquarters functional units, local and regional agencies, other State and Federal agencies, the media, and the general public. The incumbent will also represent the Department at public hearings and other forums.

WORK ENVIRONMENT

While at the District Office, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel to various work sites; and, while at construction sites, employees may be exposed to dirt, noise, and uneven surfaces.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video-display terminal. They may be required to move large plans/diagrams/specifications from one location to another.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee

Date

I have discussed the duties and provided a copy of this duty statement to the employee named above.

Employee

Date